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ABSTRACT

This training manual developed by the Public Access Subcommittee of the Reference Department of Meriam Library (California State University, Chico) provides instructions for using the library's online public catalog by means of a keyboard terminal. An introduction describes the Boolean searching capability of the online catalog and gives examples of Boolean searches. Keyboard terminal search procedures and methods of correcting keyboard errors are delineated, prior to a listing of keyboard symbols used in searching and a description of the use of the truncation symbol. Directions for author, title, subject, call number, special qualifier, and year of publication searches are given with examples provided for each. Three appendices comprise: (1) a list of codes for the most common qualifiers, which are those used to locate books in a particular language, or a particular type of material; (2) an illustration of the terminal keyboard with an explanation of its special function keys; and (3) a list of initial articles to be dropped when searching by title. (ESR)

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California State University, Chico

Meriam Library

Reference Department

CLSI On-Line Public Catalog

Keyboard Terminal Manual

Training Manual
by
Public Access Subcommittee

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September 1982

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INTRODUCTION

This on-line catalog of the Meriam Library includes author, title, and subject access to all items in the collection. These are the same divisions the old card catalog supplied. The keyboard terminals permit a broader range of search capabilities beyond the manual card catalog. For instance, you can now search by language. In addition, this on-line catalog is capable of limited Boolean searches.

BOOLEAN OPERATORS: Boolean operators are philosophy terms that refer to logic systems. They allow concepts or words to be connected in a so-called logical sequence. AND and NOT are the two terms used with our on-line catalog system. Any two categories can be "AND"-ed or "NOT"-ed together. For instance, you want only works by Fedor Dostoevskii written in German. Simply "AND" together the author Dostoevskii and the qualifier for German language.

TERM 1: &Dostoevskii$

AND/NOT: and

TERM 2: ;mager$

To "NOT" two categories, say you do not read German and therefore do not want the works by Fedor Dostoevskii available in this Library in German, you would construct your search this way:

TERM 1: &Dostoevskii$

AND/NOT: not

TERM 2: ;mager$

If you have the subject "Solar Energy" on which you know a James Cook has written several books but you are interested in seeing if any other authors have written on the subject, your argument would look like this:

TERM 1: =solar energy$

AND/NOT: not

TERM 2: &cook, james$

The terminal will display materials owned by the library which have been assigned the subject heading "Solar Energy" and which were not authored by a James Cook.

If you need audio-visual materials (AV) only on a particular subject, you could "AND" the qualifier for AV with your term. For example, "Solar Energy" materials searched this way would be:

TERM 1: =solar energy$

AND/NOT: and

TERM 2: ;mg$

The terminal will display only the non-print (AV) materials available in the library on the subject of solar energy.

KEYBOARD TERMINAL SEARCH PROCEDURES

Using the keyboard terminal one can have a unique access to the catalog. This access is more sophisticated and capable of yielding more specific information than the touch terminal or the card catalog.

Your degree of success in using the keyboard terminals will depend upon:

1. Spelling/typing ability. The computer can only match what you type with what is stored on the various disc drives. All mismatches are reported as "term not on file."

2. Your knowledge of Library of Congress Subject Headings. Subject searching is based upon the headings catalogers have assigned to specific materials. A knowledge of how those headings are constructed will greatly assist you. Reference librarians can instruct you in the use of the two volume edition of Library of Congress Subject Headings if you need assistance.

3. Your special knowledge of books, publishing and libraries. This would include the realization that this library does not purchase every item published, but selects its materials based upon the academic needs of CSU Chico as viewed by faculty, librarians and staff.

Keyboard terminals are designed to allow for sophisticated, complex searches that cannot be done efficiently using the card catalog or touch terminal. In all cases we are accessing the same information; the way we access it and how the information is processed can most rapidly be handled on these keyboard terminals. Nearly all the demands for manual card catalog uses

will be met sufficiently with the touch terminals. The use of a keyboard terminal is the touch terminal and more refinements.

As you type in your various searches the computer will only be able to match what is stored. In those cases where typing errors occur or your search is for something not owned by this library, the terminal will respond with:

"First term not on file."

or

"Second term not on file."

The computer is programmed to recognize either upper or lower case letters. Capitalization is not necessary.

ERRORS

If you mistype something use the "RUB OUT" key located on the upper right. This key will "RUB OUT" one character at a time. Repeat as needed to correct your error.

Press the "CONTROL" key and while it is down press "E". This will clear the entire line.

Use the "ESCAPE" key, on the left, whenever you want to start over completely.

Press the "CONTROL" key and while it is down press "Z" to clear the entire screen.

SYMBOLS

In using this manual and in actual searching the following symbols/keys are necessary to know.

CR	Carriage Return. Hitting carriage return (CR) instructs the computer to process what you have typed.
\	The backwards slash is located on the right side, second row from the top and precedes all call number searches. Ex: \ PS3515 E37 G7$
&	The ampersand is located on the key "7" and precedes all author searches. Ex: &Hemingway$
!	The exclamation point is located on the key "1" and precedes all title searches. Ex. !green hills$
=	The equal sign is located on the top row, far right and precedes all subject searches. Ex: =whales$
"	The double quotation mark precedes all searches using the OCLC number. Ex: "873244$
;	The semi-colon precedes all searches by format, language or type of material. Ex: ;marus$
$	The dollar sign should always be used to end your statements. It can be used in the manner of a truncation key.
Rub Out	This key allows you to delete letter by letter any errors with your typing.
esc.	The escape key allows you to start over.

USE OF SPECIAL SYMBOLS - $

Locate this key, "$", which is above the number 4 on your keyboard. This key is to be used as the final typed item in any of your searches. Its basic use is to serve as a truncation key; that is, the computer will match what has been typed up to the symbol "$" and not search beyond the last letter. Consequently our search for materials authored by Ernest Hemingway when searched as:

TERM 1: &Hemingway$

gives us items by Ernest as well as those by Joan, John, Mary Walsh, etc. However, we do not have to have a complete word to use this feature.

In the subject file we have materials on GYMNASTS and GYMNASTICS. There are undoubtedly different items under each heading, but if we were doing a paper on both subjects we would only need to use this "$" key to retrieve all materials in a single argument:

TERM 1: =gymnast$

and the computer will find both headings in a single search.

Truncation can also retrieve items we do not want as was the case in our previous demonstration with "&Hemingway$".

The only time you could <u>not</u> use this "$" is when you know the exact manner in which an item has been stored, including punctuation, spacing, etc. Since only the most esoteric librarian would have that information, ALWAYS USE A "$" TO COMPLETE ANY SEARCH ARGUMENT.

AUTHOR SEARCH

The symbol for authors is the ampersand (&) which is located above the "7" key on the keyboard. To search for all books by Ernest Hemingway, you would have this strategy:

TERM 1: &Hemingway, Ernest$

AND/NOT: all

and the terminal would display all titles with an authorship by Ernest Hemingway. If you were not sure of Hemingway's first name, you could have done this:

TERM 1: &Hemingway$

AND/NOT: all

and you would have displayed not only materials authored by Ernest Hemingway, but also those authored by other individuals whose last names were also Hemingway (Ernest E. and Thomas Keith). Re-examining your first search you will notice that you will also retrieve books authored by Ernest Hemingway and Ernest E. Hemingway.

The computer searches all the author fields, including the added, corporate and other author fields, to locate all the materials authored by our chosen author. In some cases a particular record will appear twice because there will have been two author entries for the same individual on a particular item. On complicated searches or when the system is being heavily used, you will be able to see the system locating items as a dot appears on the screen for each entry located.

If your search had yielded more than 25 entries the computer would have prompted:

"More than 25 satisfiers."
"Do you want to continue?"

In most cases you should type "n" for no, and re-examine your search strategy, or seek assistance from a reference librarian. If you should type "y" for yes, the computer will continue to do as you instructed. Until you become more familiar with the system, it is recommended that you initially type a "n" CR and consult with a reference librarian.

When the computer has completed this search, the screen will go blank and brief records of the titles will appear. Only four entries will appear on any one screen at any one time.

At the bottom of the screen the computer has prompted:

"Enter number of record for detail or enter (NEXT) to escape."

Look for the title Green Hills of Africa. Type in its number and CR. The entire bibliographic record for this title by Hemingway is displayed on the screen. Most complete records will fit on one screen. If all the information does not fit on a single screen, the bottom of the screen will prompt the following:

"(ENTER) for item detail, (BK.SEQ.) for page 1. (NEXT) to escape."

On the terminal, the very top row, is a set of special keys. Whenever the terminal prompts "(NEXT)" the appropriate key to use is to the far right in this series of special keys. When you use this key there are two possible displays:

1. The next screen of titles will appear, or
2. The terminal will prompt

"No more satisfiers"

and prepare you for another search by displaying:

"TERM 1:"

TITLE SEARCH

The symbol to begin all title searches is the exclamation point "!" located above the number 1 key.

To do a title search for something written by Hemingway, the title of which begins Green Hills, we could do:

TERM 1: !Green Hills$

and would retrieve all titles whose first two words are "green hills." In our case we have two items with titles beginning with these two words; but, if there were many we could stop the search and do the following:

TERM 1: !Green Hills$

AND/NOT: and

TERM 2: &Hemingway$

and would only retrieve those items with the first two indexed words of "green hills" in the title, authored by someone whose last name begins with Hemingway. The above search is an example of a Boolean search using both the title and author elements.

To give you one further example using these terms, let's assume you know the item you want is not the one written by Ernest Hemingway. You would type the following:

TERM 1: !Green Hills$

AND/NOT: not

TERM 2: &Hemingway$

SUBJECT SEARCH

The symbol to begin all subject searches is the equal sign "=" located to the right of the keyboard. A subject search can be made easy by consulting the two red volumes nearby, called the Library of Congress Subject Heading List. This list will give you the correct terms needed for a subject search.

For example: Assume you are interested in research on personality. The subject assigned by libraries to books in this category is:

PERSONALITY—RESEARCH

This subject heading can be created by using the Library of Congress Subject Heading List. If you need assistance, ask a librarian. If you try to put in each term separately as

TERM 1: =personality$

AND/NOT: and

TERM 2: =research$

you will not necessarily be retrieving items on your subject. In addition, the machine will require a lot of time to give a response. If a search is appearing to take a long time, see a librarian.

Now type in the statement "Personality—research"

TERM 1: =personality - research$

AND/NOT: all

You will see a list of items on the subject quickly.

A basic rule is that punctuation marks are unimportant; but exact word order is required. Therefore, "personality research"; "personality—research"; "personality, research" will retrieve the same items.

You will find TRUNCATION very convenient:

=PERSONALITY--RES$

will retrieve all subject headings that begin with "Personality--Res..."

Remember that there may be more than one subject heading appropriate to your subject. Using the Subject Heading List will help considerably.

CALL NUMBERS

When you use the Subject Heading List you will note that call numbers are often included. You may check the library's holdings by putting in that call number. For instance, Environmental Psychology is BF353. You may retrieve a listing of all BF353 titles by using the slash (\) mark: \BF353$
It is imperative that no space should appear between the first letter (or two letters) and the subsequent group of numbers, but a space is required after these and before the next letter. The following examples will illustrate the format in which call numbers should be typed in:

BF1 P65

Z1215 P971

S7000 P8

HM 263 A1 P84

This feature is also useful if you have a bibliography that lists call numbers used at other universities.

SPECIAL QUALIFIERS

The On-Line Catalog will allow you to search in ways never before practical with the Card Catalog. You will be able to ask, for example:

1. All materials by an author in a particular language
2. All BF titles that are serials
3. All QL titles that are audiovisuals

The special qualifiers should only be used as the second term in the Boolean search. The key to precede each qualifier is the semicolon (;). For instance, you want to know which books by Sigmund Freud are not in German:

TERM 1: Freud, Sigmund$

AND/NOT: not

TERM 2: ;Mager$

PUBLICATION YEAR

You may search for titles published in a certain year, or before, or after a certain year. Enter name of author or subject heading as TERM 1, type in 'and' when screen displays AND/NOT, and enter (NEXT) key when TERM 2 appears on the screen.

Example 1.

TERM 1: &asimov isaac$

AND/NOT: and

TERM 2: enter (NEXT) key (Nothing prints on this line)

Pubyr: 1980

All records published in 1980 by Isaac Asimov will be displayed.

Example 2.

TERM 1: &asimov issac$

AND/NOT: and

TERM 2: enter (NEXT) key

Pubyr: >1970

Records published after 1970 will appear.

For records before a certain year of publication, use the 'less than' (<) symbol and for titles after a certain year use the 'greater than' (>) symbol.

APPENDIX I

The most commonly used qualifiers are:

I. Books in a particular language

Language	Code
English	;Maeng$
Spanish	;Maspa$
German	;Mager$
Italian	;Maita$
Portuguese	;Mapor$
Russian	;Marus$
Chinese	;Machi$
Greek	;Magre$
Latin	;Malat$

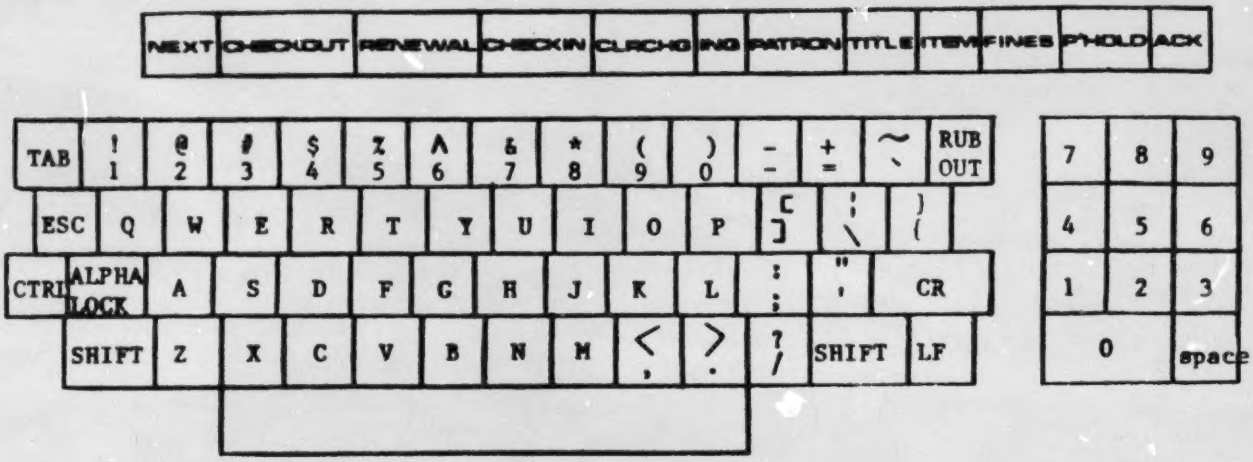
II. Type of Material

Serial	;S$	
Periodicals only	;Sap$	
Serials sets, not periodicals	;Sa	$ (blank)
Audiovisual	;Mg$	
Sound recording (musical)	;Mj$	
Sound recording (nonmusical)	;Mi$	
Scores	;Mc$	
Maps	;Me$	

Please note that these special features often take far more processing time than the usual search, due to the complexity of some requests.

APPENDIX II

KEYBOARD



The keyboard consists of an alphanumeric typewriter pad (including standard function keys), a 10-key numeric pad, and 12 special function keys.

You use the special function keys instead of typing in the appropriate process or function. You may use these keys when the system is at the appropriate level for their use. These keys include:

NEXT
CHECKOUT
RENEWAL
CHECKIN
CLRCHG
INQUIRY
PATRON
TITLE
ITEM
FINES
PLACEAHOLD
ACKNOWLEDGE

The only key you may use is

NEXT

the use of which is explained on page iii.

Other keys are not functional.

The standard function keys (located within the typewriter pad) are explained below.

NOTE: When using the <CTRL> key in conjunction with another key, you must keep the <CTRL> key depressed while you press the key(s) that is shown immediately following it in the description below.

<CR>

This key is the CARRIAGE RETURN or RETURN key. It sends information to the computer. The operator presses <CR> after he types a field or command at the keyboard. <CR> also confirms or terminates entry.

When entering information for fields, if you press only the <CR> key without typing any data, the field is "blanked," reducing numeric value to 0 and erasing alphabetic information.

<ESC>

This key interrupts the sequence of the procedure you are performing and returns you to the previous step. If you are on the first step of a procedure, <ESC> will return you to the PROCESS level.

In some procedures, pressing the <ESC> will cause a "?" to display. In such cases, you must specify which step you want or enter "q" for a list of permitted responses.

<NEXT>

This key is located with the special function keys. This key skips the field or data being requested and proceeds with the next field. Pressing <NEXT> leaves the field unchanged.

In some cases, <NEXT> is not accepted. If it is rejected, the system requires some type of data entry.

<CTRL> <P> <CR>

These keys interrupt the process you are currently running only if the procedure is at a point where no data can be harmed.

The following message is displayed when the process is interrupted:

```
SEARCH IN PROCESS   HH:MM
WHAT DO YOU WANT TO DO?
```

Possible responses are:

proc - to return to the PROCESS level.
func - to return to the FUNCTION step or the last major step in this process.
cont - to continue processing from the point of interruption.

If you interrupt the process while it is waiting for you to enter data, press the <CR> key again after pressing <CTRL> <P> <CR>.

<CTRL> <E>	These keys allow the operator to erase all the data typed since the last <CR>, <NEXT>, or <ESC>. <CTRL> <E> erases the entire line and permits complete retyping.
<RUB OUT>	This key allows the operator to delete any number of characters typed since the last <CR>, <CTRL> <E>, <NEXT>, or <ESC>. Note that <RUB OUT> performs the same function as <CTRL> <E>, except that it deletes one character at a time.
<CTRL> <Z>	These keys clear the screen of information leaving the cursor in the upper left-hand corner. It does not effect the program or process you are running.
SPACE	This key (located on the numeric key pad) performs the same function as the space bar.

SOURCE: CLSI CIRCULATION CONTROL OPERATOR'S GUIDE February, 1981

APPENDIX III

Initial Articles Omitted When Creating All CLSI Indexes

If a title begins with any of the articles listed below, the system drops the article and files it by the second word of the title.

a	an
das	der
ein	eine
gli	il
la	l[illegible]
les	the
un	una
unas	une
uno	unos

Updated
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